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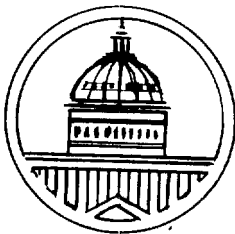
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Washington, D.C.

FOR A CAPITAL
CONFERENCE
RECORDS
MANAGEMENT-
BLUEPRINT
FOR TOMORROW



Participating Chapters:
MARYLAND,
GREATER D.C.,
NATIONAL CAPITAL

23rd Annual Conference • Washington, D.C. • October 8-11, 1978

ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS

Conference Mailing Address: P.O. Box 281, Bradford, RI 02808

July 10, 1978

Executive Registry

78-9616

DD/A Registry

78-2745

Admiral Stansfield Turner
Director
Central Intelligence Agency
Washington, DC 20505

Dear Admiral Turner:

Your agency is invited again this year to submit a single nomination (as indicated on page 2 of the Nomination Guidelines) for the Award of Excellence at the fourteenth Annual Federal Records Management Awards Program (formerly designated as the Federal Paperwork Management Awards). All submissions must be received by Friday, September 15, 1978.

The presentation of this prestigious award is scheduled at the Shoreham Americana Hotel for Wednesday, October 11, 1978, in conjunction with the annual conference of this association. We expect an audience of 1,600 participants to be in attendance and are using this annual awards presentation to introduce the concept of such recognition being hosted in major cities throughout the United States and other participating nations.

Details concerning this award, the nomination procedures, and copies of the Nominee Summary Sheet are enclosed for your information and use.

May we suggest that your Agency Records Management Officer (whose name is listed on the enclosed nomination guidelines) may be of assistance in identifying that person best qualified for such special recognition. In fact, your records management officer may deserve such consideration.

Your cooperation is sincerely appreciated. Please observe the guidelines as to content, format, and deadline.

Thank you!

Sincerely,

James C. McGlasson
JAMES C. McGLASSON, President
National Capital Chapter, ARMA

Enclosures.

FEDERAL RECORDS MANAGEMENT AWARDS

Jointly Sponsored By

NATIONAL ARCHIVES AND RECORDS SERVICE (GSA)

and

NATIONAL CAPITAL CHAPTER

ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS (ARMA)

PURPOSE

These awards are designed to honor those whose efforts contribute significantly to improved efficiencies and reduced costs in Federal records management activities. Official records are vital and account for a multi-billion dollar expenditure annually. Costs continue to mount as expanding needs are met. Yet a significant number of employees are applying ingenuity and imagination to stem the tide and reverse the trend. These deserve to be recognized and honored.

Each recipient of the "Award of Excellence" will receive a distinctive plaque in addition to a complimentary luncheon ticket for self, guest, and an agency representative.

BASIS FOR SELECTION

Records management, as related to these awards, includes the wide spectrum of information, documentation, and activities involved in the creation, flow, use, preservation, and disposition of all types of information and records, as specified in the Federal Records Act of 1950 and subsequent amendments. The management of records includes various methods and media for information control, storage, and retrieval, including micrographics, word processing, and related technologies.

A special panel of judges, appointed by ARMA, will review all nominations and select those considered eligible to receive the "Award of Excellence." Basic evaluation criteria considered by the judges include:

1. Relevance of the activity described to records management systems.
2. Significance or impact of the accomplishment within the agency or upon the service being rendered to the public.
3. Benefits realized in terms of improved service, simplified procedures, and quantifiable savings. (Non-quantifiable or intangible benefits are also given careful consideration.)
4. Evidence of ingenuity, innovation, and creativity.


5. Initiative demonstrated beyond that which might reasonably be expected of a person in the position being occupied.
6. Scope of the units directly benefitted by the achievement as well as its potential suitability for application or modification by others.

NOMINATION PROCEDURE

All agencies, regardless of size, are encouraged to submit one nominee they consider worthy to receive the "Award of Excellence."

Please submit before the deadline date a SINGLE, ORIGINAL COPY of your nomination, signed by the agency head or his designee. (Additional copies for use of the judges will be prepared by NARS.) The nomination documentation should be brief, pertinent, explicit, and limited as follows:

1. A completed and signed summary sheet (copy enclosed) showing the accomplishment and specific benefits--quantifiable and non-quantifiable--relating to the nomination.
2. A brief biographical sketch of the nominee (one page or less) to indicate the nominee's position, training, professional background, and experience. Include the nominee's business address and phone number.
3. A single covering page (limited to 3 or 4 paragraphs) providing a concise digest of the accomplishment. This will serve as the basis of the description of the accomplishment for the official program.
4. An explanation limited to no more than 3 pages shall be submitted to clarify details concerning the nomination. The period covered by the accomplishment need not be limited to the current year. However, the basis for the nomination should reflect current work rather than overall duties performed over a period of years.

NOTE: Your Agency Records Officer is .

STATINTL

DEADLINE

Nominations must be received on or before September 15, 1978 to be considered. Please mail as early as possible before this deadline to:

Federal Records Management Awards Committee (ARMA)
Post Office Box 89
Washington, D. C. 20044.

FEDERAL RECORDS MANAGEMENT AWARDS

Nominee's Name _____ Date _____

Organization _____

Position or Title _____

Office Address _____

Nominee's Office Phone Number _____

RELEVANCE AND SIGNIFICANCE

Digest of Contribution to Records Management Efficiency:

This space for use of
screening & judging
panels.

BENEFITS

Quantifiable (manpower, materials, space, funds, etc.)

Non-quantifiable (service, morale, simplicity, time.)

Nomination Approved _____

(Signature)

Name _____

Position Title _____

Agency _____

July, 1978

FEDERAL RECORDS MANAGEMENT AWARDS

These awards recognize significant contributions which result in reducing and simplifying Federal records systems and requirements. Awardees honored to date have achieved combined first year savings approaching \$2 billion. Many innovations have resulted in efficiencies and economies. Others have reduced the Federal paperwork burden on the public and have provided more responsive service. Most improvements result in savings of manpower, money and materials on a continuing basis.

The National Archives and Records Service of the General Services Administration (NARS) has a mandate from Congress to provide leadership, training, and motivation for designing and using simple, efficient, recordkeeping systems in the Federal Government. Those who help achieve these objectives deserve to be recognized and honored. This annual awards program brings such worthy accomplishments into public focus. It is endorsed by the U.S. Civil Service Commission.

For the first three years--beginning in 1965--these awards were jointly sponsored by NARS and by the Administrative Management Society (AMS)--a professional office management organization. During the next three years these awards enjoyed the joint sponsorship of NARS and the National Headquarters of the Association of Records Executives and Administrators (AREA). The Greater Washington, D. C. Chapter of AREA joined with NARS for the next four years.

In July, 1975, AREA was merged with the American Records Management Association to form the Association of Records Managers and Administrators (ARMA). This new organization is the world's foremost organization devoted to efficient records management. Since this merger, the National Capital Chapter of ARMA has continued this sponsorship with NARS. In 1978 this program is being held in conjunction with ARMA's annual conference to promote such recognition activities through the United States and other participating nations.

Today this award is one of the most highly prized in this professional field. Those who help achieve these worthy goals are deserving of the appreciation expressed annually by letter from the President of the United States and by the hearty reception accorded at the annual awards luncheon.

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